

# **KANSAS WIRELESS ENHANCED 911 ADVISORY BOARD**

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## **WIRELESS ENHANCED 911 GRANT**

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**Calendar Year 2007  
Grant Application**

**APPLICATION DEADLINE:**

**RECEIVED BY 5:00 P.M. SEPTEMBER 1, 2006**

# **KANSAS WIRELESS ENHANCED 911 ADVISORY BOARD**

## **WIRELESS ENHANCED 911 GRANT APPLICATION**

**12 APPLICATIONS (ONE ORIGINAL AND 11 COPIES)  
TO BE FORWARDED TO THE  
GOVERNOR'S GRANTS PROGRAM**

**SEPTEMBER 1, 2006**

**APPLICATIONS NOT RECEIVED BY 5:00 P.M., SEPTEMBER 1, 2006 WILL NOT BE ACCEPTED**

**PLEASE DO NOT CALL CONCERNING THE STATUS OF YOUR APPLICATION.  
YOU WILL BE NOTIFIED IN WRITING.**

**GOVERNOR'S GRANTS PROGRAM  
900 SW JACKSON STREET  
LANDON STATE OFFICE BLDG, RM 304 NORTH  
TOPEKA, KS 66612**

**Voice 785-291-3205**

# **GUIDELINES**

# KANSAS WIRELESS ENHANCED 911 GRANT GUIDELINES

The 2004 Kansas Legislature enacted K.S.A. 12-5321 et seq, which establishes the Wireless Enhanced 911 Act. The new law provides funding to help agencies make the required improvements to establish the enhanced wireless service. Funds are generated from a 25-cent monthly fee imposed on each wireless service account in the state. The law also established the Kansas Wireless Enhanced 911 Advisory Board (KWEAB). The Board establishes the criteria and guidelines for administering the grant funds.

## CRITERIA & ELIGIBILITY

The Kansas Wireless Enhanced 911 Advisory Board establishes the eligibility criteria that must be met by all applicants that receive grant funds. These grant funds may be used for necessary and reasonable costs incurred by Public Safety Answering Points (PSAP) for the following:

1. Implementation of wireless enhanced 911 services;
2. Purchase of equipment or upgrades and modification to equipment used solely to process the data elements of wireless enhanced 911 services;
3. Maintenance and license fees for such equipment and training of personnel to operate such equipment, including costs to train personnel to provide effective services to all users of the emergency telephone system who have communication disabilities.

Eligible applicants are any county having a population of less than 75,000, any city located within such a county, or any two or more such counties or cities.

## LIMITATIONS OF FUND USE

The applicant should note that any equipment, upgrades or modification to equipment or data purchased with these grant funds must be used solely for the purpose of processing elements of wireless enhanced 911 services. The use of grant funds to lease, construct, expand, acquire, remodel, renovate, repair, furnish, or make improvements to buildings or similar facilities, or for other capital outlay, or equipment not expressly authorized by this act are not allowed. Also, street signs, posts and personnel costs, i.e. salaries are not allowable costs.

**The applicant should include copies of its competitive bid process if applicable.** Wireless Enhanced 911 grant funds will not be used to reimburse mileage expenses in excess of the applicant's current government rate.

Please note that for purposes of this application and grant program, equipment is defined as assets with a useful life of one year or more and a cost of \$1,000 or more.

## ELIGIBLE COSTS

The KWEAB has developed the following list of items that may be requested under this grant program. The applicant should be aware this is not an exhaustive list but should be used as a guide. Applicants will need to determine their individual needs for E911 services. Each application will be reviewed by the KWEAB and the necessary costs requested for the PSAP to move toward E911 services.

- 1) Equipment that is needed to accomplish an intermediary step to move an applicant from basic 911 status to enhanced 911 status is an eligible item.
- 2) If the applicant plans to use equipment to support enhanced 911 and wireline 911 services, the cost of the equipment must be prorated to identify the percentage of enhanced 911 service usage (number of wireless calls versus wireline calls). If the applicant is unable to determine the number of wireless calls, it should be aware that the KWEAB will not pay more than 50 percent of the costs for items supporting E911 and wireline 911 services.
- 3) If the applicant plans to share equipment or data with a city or county agency, the cost of the equipment or data must be prorated to identify the percentage of enhanced 911 service usage.

By way of example, but not limitation, the following costs are allowable for hardware, software and connectivity directly attributable to the delivery of the wireless E911 service:

911 Trunks  
ANI/ALI Controller  
CAD Interface  
Creation of Geocoded Center Line Data  
Database  
Mapping Package  
Software to convert GIS data to CAD geocode  
Maintenance and service agreements for 1 year  
Software Licenses  
Recurring trunk fees  
Wireless Database charges for access to Phase I & II data

## GRANT APPLICATION DEADLINE

Grant proposals must be **received no later than 5:00 p.m., September 1, 2006** by the Governor's Grants Program. Applications should be mailed to:

Governor's Grants Program  
900 SW Jackson Street  
Landon State Office Bldg., Rm 304 North  
Topeka, KS 66612

## GRANT PROJECT PERIOD

Each grant project funded by this grant fund shall be for a period of **12 months from January 1, 2007 to December 31, 2007**. Any funds from this grant award and the interest earned not expended by December 31, 2007 must be returned to the Office of the Governor's Grants Program.

## REPORTING REQUIREMENTS

The following reports are required if funding under the Wireless Enhanced 911 Grant is received:

1. The quarterly **Financial Status Report** provides fiscal information on expenditures during the quarter. Quarterly payments will be made based on this expenditure report. These reports are due 20 days following the end of each calendar quarter.
2. The quarterly **Grant Project Narrative Report** provides a narrative description of the activities and services provided with the grant funds and is to be submitted 20 days following the end of each calendar quarter.
3. The quarterly **Interest Earned Report** provides fiscal information on the funds earned from interest during the quarter. These reports are due 20 days after the close of each calendar quarter.
4. The **Projection of Final Expenditures Report** is due prior to the last quarter of the grant project period.
5. The **Equipment Inventory Form** is due within 30 days of the purchase date of the equipment. The Governor's Grants Program defines equipment as assets with a useful life of one year or more and a purchase cost of \$1,000 or more.
6. The Governor's Grants Program staff will conduct grant project analysis and on-site grant reviews.
7. Any other reporting procedures which may be required by the Kansas Wireless Enhanced Advisory Board or Governor's Grants Program Staff.

Copies of receipts and programmatic records must be maintained by the applicant for a period of five years past the close of the grant project period.

## EQUIPMENT

The applicant must comply with its local agency's purchasing procedures regarding equipment purchases. The applicant will submit reports detailing the purchase of equipment within 30 days of receipt of equipment. The applicant agrees that equipment purchased through this grant project will continue to be used for the purpose it was purchased for as long as needed, whether or not the agency continues to be supported by the Kansas Wireless Enhanced 911 Grant. Further, the applicant assures that services provided which utilize the equipment purchased by this grant program will continue to be reported to the Kansas Governor's Grants Program annually for as long as the equipment is used or is required by the grant program.

## GRANT AWARD DECISIONS

The Kansas Wireless Enhanced 911 Advisory Board will make the final grant award decisions for the Wireless Enhanced 911 Grant applications.

**Each applicant will be notified in writing of the grant award decision.**

# INSTRUCTIONS



# ATTENTION

**Please read the following before completing and submitting the WIRELESS ENHANCED 911 GRANT APPLICATION.**

**Please submit the grant application and the attached forms typed or word processed in Times New Roman 12 point font size.**

Applications submitted under the Wireless Enhanced 911 Grant program will receive a preliminary review upon receipt by the Governor's Grants Program.

Due to the competitive nature of the grant award process, applications that are incomplete or not submitted correctly will be returned to the applicant and will not be considered for a grant award.

If the application is returned to the applicant as incomplete prior to the deadline, the applicant may choose to resubmit a complete application. However, NO resubmissions are allowed after the deadline.

An incomplete application means the following:

- Application is missing information;
- Incorrect forms were used;
- Application is not in the correct order; or
- Submitting less than the correct number of copies.

# GENERAL INSTRUCTIONS

Submit the grant application narrative and the attached forms typed or word processed in Times New Roman 12 point font size or larger. Use the attached forms where applicable. Keep the information as brief as possible and explanatory statements clear and concise. Staple the grant applications in the upper left-hand corner and number all pages in the bottom right-hand corner. The first three pages have been numbered. Do not submit any items not specified in the Summary of Contents (i.e. pictures, news articles, letters of support) other than those requested. Do not include covers, appendices, fancy bindings, artwork, brochures, etc. These items will be removed prior to review.

## #1 GENERAL INFORMATION FORM

Directions: See attachment.

## #2 SUMMARY OF CONTENTS FORM

Directions: See attachment.

## #3 PSAP INFORMATION FORM

Directions: See attachment.

## #4 **COMPREHENSIVE PLAN & JUSTIFICATION FOR PROPOSED GRANT PROJECT**

Directions: Describe why the city or county is requesting this grant. This section should include the comprehensive plan for providing wireless enhanced 911 services. The applicant may include a copy of the consultant's plan if applicable to this section.

The plan should include:

1. Needs assessment;
2. The population to be served and the service area;
3. Any current funds that are being used or intended to be used for the wireless plan;
4. Proposed project overview;
5. How the project will address the needs of persons with communication disabilities;
6. Proposed activities that are clear and well documented;
7. Project readiness such as mapping and addressing, dispatching, operation and maintenance, capacity, etc.;
8. Timeframe for completing the proposed project;
9. Description of the staffing pattern that will be used to implement the proposed project and the current staffing of the operation of the 911 system;
10. Training plan for staff using wireless enhanced 911 services;
11. Description of the procedure for monitoring and evaluating the implementation and results of the proposed project;
12. The applicant's plan to maintain and upgrade the project in future years.
13. A copy of the vendor bid(s) or if unavailable, it must include the E911 proposed project specifications.

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## **BUDGET SUMMARY FORM**

Directions: Complete the attached Budget Summary Form as accurately as possible. All amounts should be rounded off to the nearest whole dollar. The Budget Summary Form should be completed for the entire cost of the proposed grant project and should include those expenses expected to be incurred between January 1 and December 31, 2007.

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## **BUDGET NARRATIVE**

Directions: Describe in detail each item listed in the Budget Summary Form. A sample is provided in the attachments of this application packet. **Show all calculations used to arrive at each line item request.** For example, show each item to be purchased and the cost for each item based on the applicant's local purchasing procedures and any bids received.

**Please note that for purposes of this application and grant program, Wireless Enhanced 911 grant funds will not be used to reimburse mileage expenses in excess of the applicant's current government rate.**

**Please note that for purposes of this application and grant program, equipment is defined as assets with a useful life of one year or more and a cost of \$1,000 or more. Costs that do not meet these criteria should be categorized in a line item other than "Equipment/Other Fixed Assets."**

**Please note that any cost that supports the wireline 911 system and the wireless E911 system must be prorated to identify the percentage of enhanced 911 service usage (number of wireless calls versus wireline calls). If the applicant is unable to determine the number of wireless calls, it should not request more than 50 percent of the costs for items supporting wireline 911 and wireless E911 services. Also, any maintenance fees only can be requested for one year, unless the applicant can show that a cost savings occurs by paying for multiple years up front and is included in the cost of the overall purchase of the system, equipment, software, etc.**

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## **CURRENT AUDIT INFORMATION**

Directions: A current audit does not need to be submitted. **Applicants must include information on who performed the most recent audit, what period it covered, when it was completed and where the audit is filed.**

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## **LETTERS OF SUPPORT**

Directions: Submit current letters of support on government letterhead from the governing body of the Public Safety Answering Point agency. If the PSAP operates in the city, support letters on government letterhead, should include city and county government since the PSAP provides 911 services for both entities. If applicable, also include any interlocal agreements with city and county to provide 911 services.